 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 5 Employee Benefits Training and Education Policy		
Training Procedures	Effective date	Revised
Number: 5.07-01	January 6, 2003	January 2, 2015

DEFINITIONS

Manager: A person responsible for various general management processes, including but not limited to activities such as general program planning, development and coordination, or the organization, direction and evaluation of major program functions and operations or a combination of these.

Training: Sessions, workshops, seminars, or conferences that provide mandatory, management, skill, or specialized training. Training may count towards continuing education credit, but it does not go towards a degree program.

Supervisor: The person directly responsible for planning, directing, and evaluating the work of one or more employees.

REFERENCES

1 CSR 20-6.010 Management Training
1 CSR 10-3.010 Preapproval of Claims and Accounts

Office of Administration Center for Management and Professional Development
<http://www.training.oa.mo.gov/>





Human Resources <http://n-nr1ntra.ads.state.mo.us/das/hr/prof-dev/default.htm>

Application for Training/Education (PT-1)
<http://n-nr1ntra.ads.state.mo.us/forms/default.htm>

GENERAL PROVISIONS

Training is approved or denied by the employee's supervisor. The request for and approval of training is done through the Application for Training/Education (PT-1) in some divisions. All employees can enroll in DNR sponsored learning opportunities through the Competency Employee Record Tracking System (CERTS) system at <http://n-nr1ntra.ads.state.mo.us/asp/das/trattend/default.htm>

Additional training can be provided from a variety of sources. Contact the Center for Management and Professional Development or visit their website listed above in

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REFERENCES for procedures for the enrollment and cancellation of training offered by the Office of Administration either.